



January 13, 2012

To the parents/guardians of:

Brian Eckert

Address 1

City, State ZIP

Greetings from the University of Richmond!

I am delighted that Brian has applied to the University of Richmond. At Richmond we are committed to providing a personalized education that encourages students to take advantage of our unique configuration of schools, our holistic approach to international education, and our community engagement opportunities in the city, region, and beyond.

Given our size, just under 3,000 students, it won't surprise you to learn that our Office of Admission works hard to learn as much as possible about each applicant. We look for students who are attracted to what Richmond has to offer and will take advantage of the opportunities for academic and personal growth here. Thus, we'll begin our review process by looking closely at what your student has to tell us through the application, essays, and co-curricular activities. We'll also carefully review and evaluate transcripts, testing, information from guidance counselors, and recommendations. All of this information will help us gain a full understanding of Brian.

I know that no one knows Brian as well as you do, though. As a father, there are things that I wish I had been able to tell admission officers about my own son and daughter. There are personal struggles and accomplishments that students won't reveal about themselves, and many things even the most dedicated teachers can't know. For that reason, I invite you to compose a letter sharing any information you feel relevant regarding Brian's particular strengths and suitability for admission to the University of Richmond. Please make sure to include your student's full name. While it is preferred that you send your letter by email to **AboutMySpiderApplicant@richmond.edu**, you may choose to send it by postal mail in the enclosed envelope to the Office of Admission. All letters postmarked by March 1 will be considered. This is an optional letter, and I am giving every parent or guardian the opportunity to send one. If you choose not to send a letter, I assure you that Brian's application will not be negatively impacted. This communication is a simple way for you to participate in the application process and tell us things that we might not otherwise know.

Whether you choose to write a letter or not, I encourage you to contact the admission staff if they can be of assistance to you in this process. I wish you the very best during this exciting time for your family.

Sincerely,

A handwritten signature in cursive script that reads "Ed Ayers".

Edward L. Ayers  
President

28 Westhampton Way  
University of Richmond, VA 23173

richmond.edu